

PRV – Enrollment Request for Presumptive Qualified Entity

Purpose:

The purpose of the procedure is enrolling qualified entities to perform presumptive eligibility enrollments into the Iowa Medicaid Program.

Identification of Roles:

Provider Enrollment team

Performance Standards:

N/A

Path of Business Procedure:

Step 1: Receive request via phone call

- a. Request email address where the required steps and forms to enroll can be sent.
- b. Ask what type of presumptive eligibility they want to certify for (Pregnant Women, Children or School Nurse) if for pregnant women or children they must complete enrollment form: Pregnant Women 470-2579 or Children 470-4990

Step 2: Receive enrollment application (Pregnant Women 470-2579, Children 470-4990)

- a. Log into PRV_Data share drive under Presumptive Eligibility word document titled: Enrollment form instructions for PE.
- b. If application is complete-approved move to next step

Step 3: Send e-mail

- a. Send the requester an email with the steps to certify for presumptive eligibility.
- b. Log on to the PRV_Data share drive under Presumptive Eligibility, select the type of presumptive the requester wants to enroll under.
- c. Follow the instructions on the cheat sheet.

Step 4: Iowa Medicaid Portal Access document received

- a. Document received via e-mail (IMPA Request for PE-QE)
- b. Log into Iowa Medicaid Portal Access (IMPA)
- c. Select Manage/Administration
- d. Under the group sub tab enter the Tax ID associated with the NPI on the IMPA registration form
- e. Click go
- f. If no group found move to step 4
- g. Group found- click select

- h. Select the users sub tab
- i. Click new
- j. Enter user name from IMPA registration form
- k. Click insert
- l. Click select next to the user name you added
- m. Permissions box will pop up
- n. Under the group drop down select the group name (should be in yellow)
- o. Select application type from the drop down (Presumptive Eligibility)
- p. Once completed email the address from the IMPA form: "Your account has been successfully set up".

Step 5: No Group Found

- a. From the groups sub tab select new
- b. Enter the group name-example- NPI#presumptive (1234567891presumptive)
- c. Click go
- d. Select the user sub tab
- e. Click new
- f. Enter user name from IMPA registration form
- g. Click insert
- h. Click select next to the user name you added
- i. Permissions box will pop up
- j. Under group drop down select the group name (should be in Yellow)
- k. Select application type from the drop down (Presumptive Eligibility)
- l. Check the box (Qualified Entity)
- m. Once completed email the email address from the IMPA form: "Your account has been successfully set up"

Forms/Reports:

470-2579
470-4990
IMPA registration form

RFP References:

Interfaces:

Iowa Medicaid Portal Access
MMIS

Attachments:

School Nurse-email example:

Send the school nurse the following email: (copy and paste below)

Subject: Presumptive Eligibility for Qualified Entity

Thank you for inquiring to become a Qualified Entity for Presumptive Eligibility.

Before you start you must complete the following two steps.

1. Go to -**Ready talk** - <http://cc.readytalk.com/play?id=dfrb0j> and listen to following information. You must submit the acknowledgement form included in the next step.
2. Complete and submit IMPA registration form.
 - Go to: www.ime.state.ia.us
 - Click on the Providers link
 - Under Provider Tools and Resources click on: **IMPA (Iowa Medicaid Portal Access)**
 - Click Register New Account and enter all required information.
 - Click Create

After you **listen to ready talk** and **register on IMPA** please go to the link below and complete all information requested on the form and click submit.

<G:\Provider Enrollment Presumptive Eligibility\Forms\IMPA Request For PE-QE.mht>

If you have any questions regarding IMPA registration or Ready Talk please contact Provider Services at 800-338-7909 option 2 or locally at 515-256-4609 option 2 or we can be contacted by email at: IMPAsupport@dhs.state.ia.us

Thank you

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Pregnant Women/Children-example email:

*In the **Subject line:** Presumptive Eligibility Application*

Thank you for submitting an application to become a Qualified Entity for Presumptive Eligibility in the Iowa Medicaid Program. Your application has been approved. Each

individual within your organization that will be making presumptive eligibility determinations must complete the following two steps (Please forward this email to each individual within your organization)

1. Go to Ready-talk-There are two trainings you must view.
<http://cc.readytalk.com/play?id=evkbei> and
<http://cc.readytalk.com/play?id=eneq4r>. You must submit the acknowledgment form included in the next step.
2. Complete and submit IMPA registration form:
 - Go to: www.ime.state.ia.us
 - Click on the Providers link
 - Under Provider Tools and Resources click on: **IMPA (Iowa Medicaid Portal Access)**
 - Click Register New Account and enter all required information.
 - Click Create

After you listen to both ready-talks and register on IMPA please go to the attachment and complete the IMPA register form and click submit.

If you have any questions regarding IMPA registration or the Ready-talk please contact Provider Services at 800-338-7909 option 2 or locally at 515-256-4609 option 2 or we can be contacted by email at: IMPAsupport@dhs.state.ia.us

Thank you,

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